Training the Trainer

Tips on Educating the Public about

Dolly Sods,

Monongahela National Forest,
West Virginia

INTRODUCTION

- The purpose of this presentation is to train you to educate the public regarding
  the Dolly Sods Area and
  Formerly Used Defense Sites (FUDS).

- You will also learn the steps to creating a successful and interesting presentation.

Dolly Sods Area Map

Dolly Sods is located within the Monongahela National Forest in Grant, Randolph and Tucker counties in West Virginia.

AGENDA

- The topics that will be covered are:
  - Dolly Sods
  - FUDS
  - How to create a successful presentation

ACRONYMS

- **CERCLA**: Comprehensive Environmental Response, Compensation and Liability Act
- **DERP**: Defense Environmental Restoration Program
- **DoD**: Department of Defense
- **DOJ**: Department of Justice
- **DSMOA**: Defense and State Memorandum of Agreement
- **EPA**: Environmental Protection Agency
- **FUDS**: Formerly Used Defense Sites
- **FUDSMIS**: FUDS Management Information System
- **HTRW**: Hazardous, Toxic, and Radioactive Waste

ACRONYMS

- **NCP**: National Contingency Plan
- **NPL**: National Priority List
- **OE**: Ordnance and Explosives
- **RAB**: Restoration Advisory Board
- **USACE**: U.S. Army Corps of Engineers
- **USDA**: United States Department of Agriculture
- **USDA FS**: USDA Forest Service
- **USEPA**: United States Environmental Protection Agency
- **UXO**: Unexploded Ordnance
- **WVDEP**: West Virginia Department of Environmental Protection

DOLLY SODS OVERVIEW

- Dolly Sods is a natural area where people enjoy many activities such as:

  - Hiking
  - Mountain Biking
  - Fishing
  - Hunting
  - Berry Picking

DOLLY SODS - FUDS

- Dolly Sods is also what is known as a Formerly Used Defense Site.

- Dolly Sods was part of the Former West Virginia Maneuver Area.

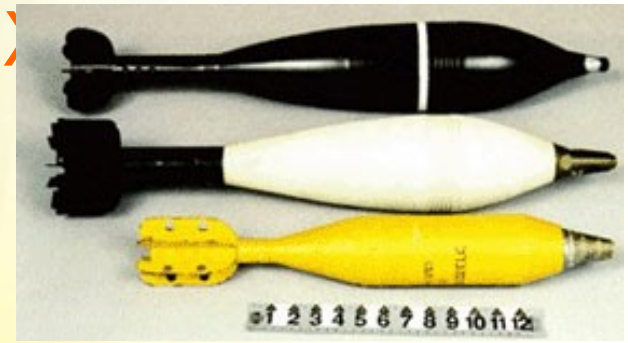
- During WWII, Dolly Sods was used for target practice and infantry training.

- However, there is still a risk that some undetected **UXO** could resurface.

WHAT IS ORDNANCE?

- Some examples of ordnance are:
  - Bullets
  - Mortar shells
  - Bomb fragments

- UneXploded Ordnance are also called UX



Lengths vary up to 23 inches

WHAT IS BEING DONE?

- The U.S. Army Corps of Engineers has already performed a clean up.

- However, there is still a risk that some undetected UXO could resurface.

Take Precautions

- Camp in established campsites.
- Stay on designated trails.
- Do not create new campsites or trails.

UXO Safety

- The rules of UXO safety are:
  - **SPOT** the ordnance
  - **WALK AWAY** and **MARK** the area
  - **CALL** **1-888-283-0303**

- It is very important to emphasize safety

  as the biggest concern to everyone.

Rules of UXO Safety

Spot

- UXO can be found in many shapes and sizes:
  new or old, shiny or rus

Rules of UXO Safety

- **DO NOT TOUCH** anything that might be **UXO**!

- **UXO** can hurt or kill you.

Rules of UXO Safety

Walk Away,

go back the way you came.

Rules of UXO Safety

Stay at least 50 feet away!

Mark the area by:

Making an arrow with rocks

Making an arrow with sticks

Tying a bandana around something

Rules of UXO Safety

Call

1-888-283-0303

Report the location of the **UXO**.

Hi! I’m Wally the Woodchuck.

TRAIN THE TRAINER

- Step 1 Plan
- Step 2 Prepare
- Step 3 Practice
- Step 4 Present
- Step 5 Answer Questions
- Step 6 Thank Your Audience!

PLAN

- Make sure to obtain the exact:
  - Date, time and location
  - Time allowed for your presentation
  - Contact information at location
  - Find out who will attend
  - Room layout information (optional)
  - Dress appropriately

PLAN

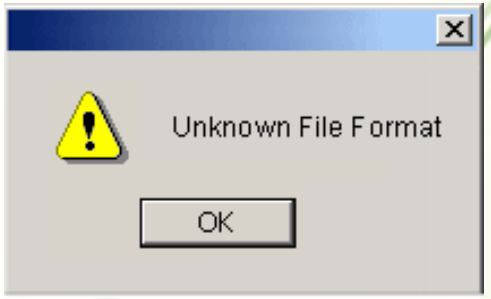
- Coordinate audio visual support
  - Projection equipment
  - Screen or blank wall
  - Sound system (optional)
  - Computer or overhead slide

PLAN

- Microphone (optional).

- Electrical cords/extensions (optional).

- Make sure that your presentation is compatible with the available equipment!



PREPARE

- Familiarize yourself with the topic of your presentation.
- Visit related Web sites.
- Find out what other types of educational materials are available.

PREPARE

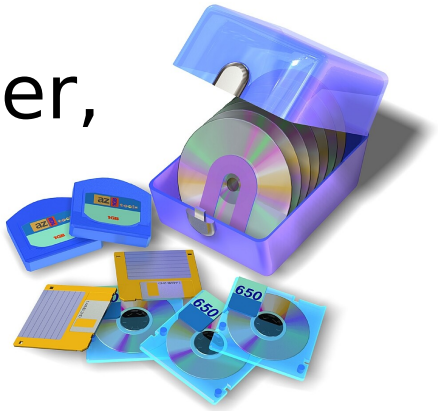
- **Hand-outs**
  - What type will you need?
  - How many?

- **Notes**
  - Make notes on the key points you will be addressing.
  - Use index cards if necessary.

- Do not drink milk, eat beans or spicy food prior to the presentation.

PREPARE

- If you are using a computer, have a back up CD ROM or disk.



- Make sure the software that you need is on the computer.

- If you are accessing a Web presentation, make sure that you have an Internet connection.

PREPARE

- You may want to have overheads available as a back up.

- Prepare to make the presentation without audio-visual support (in case the equipment does not work)!

PRACTICE

- Time yourself.
- Practice the presentation ahead of time with someone who can critique you.
- Practice until you feel comfortable with the material and equipment.
- Make adjustments as necessary.

PRESENT

- Relax
  - Take full, deep breaths to avoid appearing nervous.
- Test your microphone for voice level.
- Greet the audience as they come in.
- Ask the audience for their specific interests.

PRESENT

- Have water available.
- Take a cough drop before starting the presentation.
- Use good posture.
- Make eye contact.
- Introduce yourself.

PRESENT

- State objectives of presentation.
- Establish time for questions.
- Distribute handouts (if any).
- Smile!
- Start!

PRESENT

- You are in charge!
- Maintain a constant flow during the presentation.
- When finished, ask if there are questions.

HANDLING QUESTIONS

- If you do not understand the question, ask the individual to repeat it.

- If you do not know the answer, say:

  "I do not have that answer right now, but if you give me your name and telephone number, I will call you with the information."

- Provide clear explanations.

HANDLING QUESTIONS

- If there are no questions, say that you will be available to answer any questions for a short time after the presentation.
- Offer to answer questions in the future.
- Provide your contact information.

CONCLUSION

- Thank the audience for their participation.
- Take all of your materials and equipment.

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US Army Corps
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Huntington, WV 25701-2070
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